

Pittsfield Economic Development Authority
September 10, 2014

Meeting Minutes

The following Board Members were in attendance: Chairman Callahan, Paul Dalton, Pam Green, Mike Filpi, Mike Matthews, Doug Crane, and Christina Barrett.

Also in attendance was Beth Goodman, legal counsel, Doug Clark, City Community Development Director, Rod Jané, consultant, Cory Thurston, Executive Director and Colleen Hunter-Mullett, Clerk.

I. Administration

Call to Order – Chairman Callahan called the meeting to order at 8:00 AM

Approval of June 11, 2014 Minutes – **There was a motion to approve the minutes of June 11, 2014 as presented, seconded and carried.**

II. Berkshire Innovation Center

Doug Clark informed the Board that the City Council, at its last meeting, had approved the use of \$250,000 from the GE Economic Development Fund for BIC startup costs.

Mr. Clark informed the Board that Steven Boyd has been named the President of the BIC Board of Directors and he has a talented Board behind him.

Mr. Clark also informed the Board that the City had received 4 proposals for the engineering and design of the BIC and interviews with potential firms will take place within 2 weeks.

Mr. Jané stated that he was extremely pleased that the City received 50% more funding from the MLSC than requested and that the BIC Board is up and running and listed with the Secretary of State. He informed the Board that 20 people, from high level companies and educational facilities, have accepted their nomination to the Board. Mr. Jané stated that there will be a lot of work to do over the next two years and he reviewed what the requested money would be used for.

Mr. Jané informed the Board that he will have an office at 1Berkshire instead of working from a local coffee shop.

Ms. Barrett and Mr. Jané discussed the time line for hiring permanent staff at the BIC, with Mr. Jané stating that the Director will be hired 6 months before the building opening.

Chairman Callahan informed the Board that he had received the formal request for \$250,000 in startup money from Mr. Jané on September 3, 2014. Chairman Callahan read a letter of support from the Mayor into the record.

Mike Matthews made a motion to provide \$250,000 in startup funding to the BIC. Christina Barrett seconded the motion. The motion passed on a 6-0 vote, with Doug Crane in abstention.

Mr. Matthews informed the Board that by approving this funding, PEDA is ultimately foregoing one year of its life expectancy.

Chairman Callahan informed the Board that PEDA's agreement runs parallel with the City's and that PEDA modeled it's paperwork after the City's.

Mr. Thurston informed the Board that PEDAs role will become advisory at this point. He also informed the Board that Beth Goodman had done extensive work in getting the BIC up and running.

III. Committee Reports

Executive Committee - Chairman Callahan gave the Board a brief update on work that has been done since June, stating that he would like the Board ratify their actions that granted a \$15,000 loan to the City for the services of Mr. Jané and a \$3,000 grant to the BIC to retain legal services to apply for 501C3 status with the IRS.

Christina Barrett made a motion to approve a loan in the amount of \$15,000 to the City of Pittsfield for the services of Mr. Jané. Mike Filpi seconded the motion and it passed unanimously.

Pam Green made a motion to approve the grant of \$3,000 for legal services for the BIC in applying for 501C3 status. Mike Matthews seconded the motion and it passed unanimously.

Finance Committee – Mike Matthews submitted the 2nd quarter financials for Board review, stating that PEDAs is experiencing a positive downward trend on expenses. Mr. Matthews reminded Board members that the revenue stream is not there but PEDAs still has expenses and that PEDAs will eventually run out of money.

Paul Dalton made a motion to accept and approve the 2nd quarter financials. Pam Green seconded the motion and it passed unanimously.

Marketing Committee – Christina Barrett, in Mr. Whaling's absence, informed the Board that \$12,000 had been spent in advertising for the BIC in a number of publications. She also informed the Board that logo and marketing design work for the BIC is being done by Mr. Thurston and Regina Burgio.

Special Projects – Pam Green informed the Board that heavy rains had damaged the north forebay of the basin in June and that they are working with engineers to get it corrected.

Ms. Green informed the Board that they are looking for ways to reduce the amount of materials that enter the system to relieve the requirements of the permitting process. She stated that DEP wants to issue a draft permit.

Ms. Green informed the Board that PEDAs has received a grant from MassDevelopment in the amount of \$236,000 for environmental work that needs to be done in support of the BIC construction.

Mr. Thurston thanked Doug Clark for his assistance in drafting the grant application.

Pam Green made a motion to accept the Brownsfield grant of \$236,000 from MassDevelopment in support of construction of the BIC on Site 5 of the William Stanley Business Park and to authorize its Executive Director to execute the necessary documents and take all necessary actions required to complete and to comply with the terms and conditions of this grant. These monies will be available to draw down for the environmental review, soil characterization, site professional's services and off-site disposal of hazardous materials thereby ensuring full compliance with the ERE's before, during and after construction of the BIC. Mike Matthews seconded the motion and it was unanimously approved.

Tenant Relations – Chairman Callahan informed the Board that they are actively working to determine the best way to address ground maintenance issues for the site as well as evaluating proposals for the park and both long and short term options.

Mr. Thurston informed the Board that the Committee will begin negotiations for the renewal of Nuclea's sub-lease as he had received confirmation from Nuclea that they would like to stay on site.

IV. Executive Director's Report

Grant Award - Mr. Thurston stated that the MassDevelopment grant is indicative of the support the BIC is receiving and that BCC has received positive indications from sources they are seeking for additional funding support .

Update Woodlawn Ave Bridge - Mr. Thurston informed the Board that bids for the Woodlawn Ave Bridge reconstruction will be opened next week and construction should begin by the end of October. Mr. Matthews asked when bids were due and Mr. Thurston stated that bids were due on September 23, 2014.

Update MBTA Railcar Initiative – Mr. Thurston informed the Board that he had nothing new to report except that they're still looking at proposals and a decision should be made sometime by November. There was a brief discussion about the timing of a press release detailing PEDAs part in the railcar process.

V. Executive Session

There was no executive session.

VI. Other Business

Chairman Callahan reminded the Board that the next Board meeting is scheduled for October 15, 2014.

VII. Adjournment

There was a motion to adjourn at 8:50 AM, seconded and carried.

Respectfully submitted,



Colleen Hunter-Mullett
Clerk